

## Instructions for School Employee ID (SEID) Generation

Updated 6/28/2012

**NOTE:** The system can now accept files having the last 4 digits rather than a full 9-digit SSN number.

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Montana school districts and cooperatives must ensure each employee paid by the school district or cooperative has been assigned a school employee ID, (SEID). This number uniquely identifies each employee for state reporting purposes, beginning with the first Terms of Employment collection in October 2012.

For the initial establishment of SEIDs for all employees, OPI recommends using Option #1 below, which allows a user to submit a batch of personnel at once using a file upload. Users may add newly hired staff throughout the year using Option #2 below, which provides an input screen for manually entering one person at a time. The manual entry process may also be used in place of a file upload for the initial set-up for all employees, but this process will allow entry of only one staff person at a time.

**NOTE:** The manual process is expected to be available in early October 2012. The upload process is currently available (see instructions below).

There are 2 options for generating the SEIDs for your district.

### OPTION #1 File Upload

Submit a file of all employees to the OPI. OPI will automatically assign the SEIDs for your district. Here are the steps:

1. **Create either a spreadsheet or .csv file of all employees from the district payroll system with the following columns:** Social Security Number (last 4 digits), First Name (20 characters maximum), Middle Initial (optional) (20 characters maximum), Last Name (50 characters maximum), Date of Birth (example 11/01/1969), and Gender (M or F).

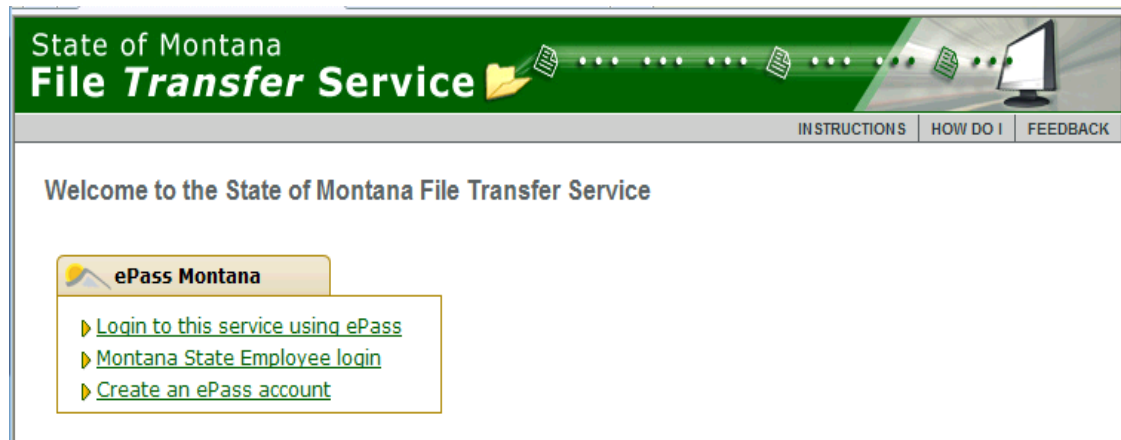
Note: Contact your accounting software vendor, if applicable. They may be able to help you create this file.

Example:

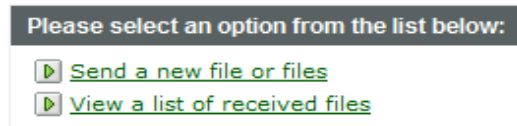
	A	B	C	D	E	F
1	SSN	FirstName	MiddleInitial	LastName	BirthDate	Gender
2						
3						
4						

2. Save the file to your computer.

3. Submit the file through the secure Montana file transfer service. Here are the steps:
  - a. Go to <https://transfer.mt.gov/>
  - b. If you do not have an ePass username and password, click "Create an ePass account".



- c. Enter all fields and create a Username and Password.
- d. Once you have your ePass account, click "Login to the service using ePass".
- e. Click "Send a new file or files".



- f. Browse to your saved file (spreadsheet from step 1). Click the saved filename, and the filename will appear in the box beside the browse button.

**Send a File or Files**

**Upload**


File to be sent:

Press the "Add to File List" button to begin uploading your file. This may take a long time depending on your file size and connection speed.

**Upload Status:**

- g. Click "Add to File List".
- h. Click "Continue".
- i. On the Recipient Options screen, click "State Employee, ePass Montana Customer or Previous Recipients".

The screenshot shows the 'State of Montana File Transfer Service' header in a green bar. Below it is a grey bar with the text 'Recipient Options'. A dark grey box contains the instruction 'Please select who you want to send your file(s) to:'. Below this, there are three green underlined links: 'State Employee, ePass Montana Customer or Previous Recipients', 'W2 Forms to Department of Revenue', and '1099 Forms to Department of Revenue', separated by the word 'or'.

- i. 
- j. Under State Employee, enter [kenglish@mt.gov](mailto:kenglish@mt.gov).

The screenshot shows the 'State of Montana File Transfer Service' header. Below it is a grey bar with the text 'Select the Recipient(s)'. The main content area is divided into two columns: 'State Employee' and 'ePass Montana Recipient'.  
 In the 'State Employee' column, there is a text input field for 'Enter the Email Address:', a '+ Add To Recipient List' button, the word 'OR', a text input field for 'Enter the Name (Last, First):', a 'Lookup...' button, and another '+ Add To Recipient List' button.  
 In the 'ePass Montana Recipient' column, there is a text input field for 'Enter the ePass Montana Customer's Email Address:' and a '+ Add To Recipient List' button.  
 Below these columns is a 'Selected Recipient List:' section with a large empty text area and a '- Remove From Recipient List' button.  
 At the bottom, there is a text input field for 'Enter a Message for the Recipient(s):' with a small icon on the right.

- k. Click "Add to Recipient List".
- l. Click "Send".

The file is submitted to the Montana Educator Licensure Information System (MSEIS) where the data elements are compared to records for people who have already been assigned SEIDs on the Educator Licensure system. If the person has a FOLIO number (i.e., is already a licensed educator in Montana), the folio number is assigned as the SEID. The term "folio number" is changing to SEID. If the person is not known to the licensure system, an SEID is generated.

The MSEIS adds an SEID column to the submitted spreadsheet or .csv file and returns the file to the person that initiated the request, through the File Transfer Service.

The requestor receives an email stating the file has been returned to them through the File Transfer Service. The requestor can then login to ePass and retrieve the SEID file in a secured environment.

### **Option #2 Manual SEID Generation Using Entry Screen**

Districts have the option of generating SEIDs manually, if they choose not to use the file transfer process. The manual entry process may be used to enter SEID requests one at a time, either for the initial set-up of the SEIDs or later for entering new staff as they are hired.

*NOTE: The mechanism is not yet completed for this process; however, OPI expects to notify districts and cooperatives with instructions for using this method in early October 2012.*